

Statement of Employment

This agreement is made between

St Johns Church, Woodbridge

and

tba

1. Commencement of employment and period of continuous service

Your employment with St. Johns Church will commence on tba.

Your continuous service began on tba.

Probation

Your employment will be subject to a probation period of 3 months. You will receive regular reviews during your probation period. If at the end of the probationary period your standards of work or conduct are not satisfactory, we reserve the right to extend your probation, or terminate the contract of employment.

2. Job title and place of work

You will be employed as Operations & Event Manager. Additionally, you may be required to perform other duties from time to time that St. Johns Church considers necessary to meet the needs of the organisation.

Your normal place of work will be The Old Vicarage, 24 St. Johns Hill, Woodbridge, IP12 1HS.

You may be required to work in a similar capacity at other locations in the local area. You will be consulted in accordance with our legal obligations on any proposed permanent change of location.

You may also be required to travel within the UK from time to time.

3. Salary

Your salary will be £14,004 per annum.

This will be paid in twelve equal payments, in arrears, into your bank account by credit transfer each month.

4. Hours of Work

Your normal hours of work per week will be 21, although this may, with agreement, rise temporarily while organising and managing a significant event.

There is some flexibility to agree the hours and days to be worked each week, but core times need to be taken into account to include weekly staff meetings, other key meetings

and cover in the absence of other administration staff, due to holiday and sickness. Lunch breaks are unpaid.

You may be required to work additional hours to your normal hours per week, from time to time, with reasonable notice, to meet the needs of the organisation.

Working Time Directive

You agree that you will monitor your hours of work and ensure that it is within the average weekly hours allowable under Regulation 4 of the Regulations.

5. Holidays

The holiday year runs from 1st January to 31st December each year. You are entitled to 28 days paid holiday (pro rata for part time staff) including statutory UK bank holidays.

If you do not use your holiday during the holiday year, a maximum of 5 days (pro rata for part time staff) may be carried forward but must be used by 31st March in the following year. You will not be entitled to payment in lieu of any unused holiday other than on the termination of your employment.

If your employment commences or terminates part way through the holiday year, your annual entitlement to holiday for that year will be assessed on a pro rata basis. A deduction from final salary will be made for any holiday taken in excess of the pro-rata entitlement in the final year.

6. Sickness Absence

If you are unable to attend work due to illness or injury, you must notify your Manager directly as soon as possible, and by 10:00 at the latest, on the day in question.

If you are absent for up to seven days (including weekends and public holidays), you must complete a self-certification form upon your return to work. On the eighth continuous day of absence (including weekends and public holidays) you must provide us with a "Statement Of Fitness For Work" (Fit Note) from a registered medical practitioner stating the reason for your absence and how long you should stay away. Continued absence must similarly be covered by further statements.

Your entitlement to payment during sickness absence is defined in the St. Johns Church Staff Handbook.

7. Pension

St Johns Church operates a money purchase pension scheme which you will be entitled to join. Staff are required to make a minimum contribution of 3% of salary and St John's Church will contribute 5% of salary. Additional Voluntary contributions may be made by employees. You will have the right to opt out of the pension scheme if you wish.

8. Notice of Termination

St. Johns Church will give 1 month notice to terminate your employment. You are obliged to give St Johns Church 1 month notice of your intention to terminate your employment.

9. Deductions from Salary

By signing this agreement, you agree that St Johns Church may deduct from your salary any amounts which you owe St Johns Church, whether during or on termination of your employment.

Such sums include, but are not limited to :-

- any monies due from you to St Johns Church including any loan made to you whether by a written or verbal agreement, including interest on loans.
- any fees incurred by St Johns Church for training during the six months prior to the termination of your employment.
- any liabilities, losses, damages, costs or expenses incurred by St Johns Church which are attributable (in whole or in part) to your negligence or dishonesty.
- holiday or sick pay that is in excess of your statutory or contractual entitlement, whether during your employment or on termination of your employment.
- payment received for a period of unauthorised absence.
- overpaid salary, expenses or any other overpayment to you from St Johns Church.
- salary for days not worked due to you failing to give the required period of notice of termination.

10. Collective Agreements

Your terms and conditions are not affected by any collective agreement.

11. Disciplinary Procedure

St Johns Church expects you to conform to its standards of conduct and performance. These are explained in the St Johns Church Staff Handbook

The disciplinary procedure does not form part of your contract of employment and St Johns Church reserves the right to make changes from time to time.

12. Grievance Procedure

If you have any grievance relating to your employment you should, in the first instance, raise it informally with your manager. If you are not satisfied with the response, you should raise a formal grievance in writing, setting out the full details of your complaint. This should be addressed to your manager, or if the complaint is about your manager, to the churchwardens.

The full grievance procedure is explained in the St Johns Church Staff Handbook.

The Grievance procedure does not form part of your contract of employment and St Johns Church reserves the right to make changes from time to time.

13. Data Protection

By signing this agreement, you consent to the recording, processing, use and disclosure of personal data relating to you, for the purpose of performing your contract of employment, making decisions regarding your employment and complying with legal requirements.

You also consent to sensitive personal data being held, such as information regarding your health and for it to be processed for the purpose of making decisions regarding your employment.

14. This Agreement

This Agreement will be governed by the laws of England and Wales and the Courts of England and Wales will have exclusive jurisdiction to adjudicate any disputes arising under it.

This Agreement contains the whole agreement between you and St Johns Church in connection with your employment and supersedes any previous agreements made between you and St Johns Church.

Any variations to this Agreement must be in writing.

I have read, understand and accept the terms and conditions of employment as stated in this document.

Signed _____ Date _____
On behalf of St Johns Church

Print Name _____ Churchwarden

Signed _____ Date _____
By the employee